



# RFI Details

## State of Tennessee Sourcing Event

Event ID	Format	Type	Page
34701-0000007672	RFI	RFx	1
Event Round	Version		
1	1		
Event Name	Handicapped Placards, Dept. of Revenue		
Start Time	Finish Time		
12/23/2013 14:51:07	01/15/2014 13:30:00		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:**  
**Contact:** Becky Hoffman  
**Phone:** 615/741-7159  
**Email:** becky.hoffman@tn.gov

## Event Description

PRE-BID CONFERENCE NOTIFICATION

READ THE ENTIRE Request for Information (RFI), including the Event Details, Specifications, and Terms and Conditions and any other attachments.

If the Review and bid on this event link included in the e-mail notification does not work, please go to [http://www.tn.gov/generalserv/cpo/for\\_bidders.html](http://www.tn.gov/generalserv/cpo/for_bidders.html). Click on the link that says Bid Opportunities and log in with your ID and password.

This is not a bid request; this is a request for information.

Request for Information (RFI)  
Conference: Pre-Bid Conference  
Title: Handicapped Placards, Dept. of Revenue  
Description: 5 year contract for Handicapped Placards  
Date: Wednesday, January 15, 2014  
Time: 1:30PM CST

Location:  
Conference Center North  
312 Rosa L. Parks Ave.  
William R. Snodgrass Tennessee Tower, 3rd Floor  
Nashville, TN 37243  
Room: 3.134 K

## Factor Summary

Question	Response
Please list the following information regarding your company's contract administrator.	
List the Contract Administrator's Name	
List the Contract Administrator's Address	
List the Contract Administrator's Phone Number	
List the Contract Administrator's Toll Free Phone Number	
List the Contract Administrator's Pager or Cell Number	
List the Contract Administrator's Email Address	
List the Contract Administrator's Website	
Response Required:	Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

### Response Comments

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The bidder shall indicate whether or not they plan to sub-contract:

No: The bidder does not anticipate using a sub-contractor at this time and agrees to submit a request to subcontract during the contract period prior to using a subcontractor.

Yes: The bidder shall list the subcontractor(s). Attach list of additional subcontractors to the bid, including the following for each subcontractor.



## RFI Details (cont.)

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List the Sub-Contractor's Name

List the Sub-Contractor's Address

List the Sub-Contractor's Contact Person

List the Sub-Contractor's Phone Number

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column

#### Response Comments

Please complete the attached form, included with the Terms and Conditions document, and attach all pertinent documentation regarding your company's efforts to achieve diversity business participation. This information must be submitted with the bid document and monthly thereafter until a reasonable level of diversity business participation is achieved.

Confirm below that you have completed this attached form by choosing, "Yes".

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column Yes

#### Response Comments

How many days after receipt of purchase order will it take you to deliver this item?

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

#### Response Comments

What is the Brand/Model you are Bidding?

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

#### Response Comments

Please enter the number of days that your bid offer will expire from the bid opening date:

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

#### Response Comments



## RFI Details (cont.)

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Question	Response
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Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

A. An indictment, judgment, conviction, or a grant of immunity, including pending actions, for any business related conduct constituting a crime under local, state or federal law?

Note: If answering "yes" ", describe using additional pages and attach to this bid.

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

#### Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

B. A federal, state, or local government suspension or debarment, rejection of any bid or disapproval of any proposed subcontract, including pending actions, for lack of responsibility, denial or revocation of prequalification or a voluntary exclusion agreement?

Note: If "yes", describe using additional pages and attach to the bid.

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

#### Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

C. Any federal or state determination of a violation of any public works law or regulation, or labor law or regulation, or HIPAA, or any OSHA violation deemed "serious or willful?"

Note: : If "yes", describe using additional pages and attach to the bid.

Response Required: Yes Ideal Response: If "Yes" - Bid Response Must Match Entry Under "Best" Column No

#### Response Comments

Within the past five years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of:

D. A federal, state, or local government suspension or revocation of any occupational or professional license, certificate, registration or permit, or the voluntary submission of same in connection with any governmental disciplinary action, or the governmental imposition of a civil penalty or fine?

Note: If "yes", describe using additional pages and attach to the bid.



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Email: becky.hoffman@tn.gov

## Bidder Information

Response ReYes Ideal Response: If "Yes" - Bid Response Must Match Entry

Firm Name:		
Name:	Signature:	Date:
Phone #:	Fax #:	
Street Address:		
City & State:	Zip Code:	
Email:		



## RFI Details (cont.)

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## Appendix B - Terms & Conditions

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1. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.
2. Should any data change in the future, the Supplier agrees to immediately submit the correct information electronically through the state's Supplier Portal or the information will be submitted in writing and mailed to one of the following addresses:

If the supplier is actively bidding but has not yet been awarded a purchase order or contract, please submit changes to the following address:

Tennessee Department of General Services  
Purchasing Division  
3rd Floor Tennessee Tower  
Nashville, TN 37243

If the supplier is currently doing business with the state please submit changes to the following address:

Department of Finance and Administration  
ATTN: Vendor Maintenance  
Division of Accounts  
14th Floor Tennessee Tower  
Nashville, TN 37243

3. No person on the grounds of handicap or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal and/or Tennessee State constitutional and/or statutory law shall be excluded from participation in, or denied benefits of, or be otherwise subjected to discrimination in the performance of the Contract or in the employment practices of the Contractor. The Contractor shall, upon request, show proof of such non-discrimination, and shall post in conspicuous places, available to employees and applicants, notices of non-discrimination.
4. The undersigned acknowledges that all submitted information and documentation will become the property of the state of Tennessee. The undersigned also affirms that he/she is a legal citizen of the United States or Permanent Resident Alien and that the information given above is true, accurate, and includes pertinent information necessary to identify and explain the operation of this organization to the best of my knowledge and is in no way misleading.

Last Updated: 06/11/2009



## RFI Details (cont.)

### State of Tennessee Sourcing Event

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